

# Course : Certified Purchasing Team Manager

Skills block of RNCP title 39238

Practical course - 9d - 63h00 - Ref. ZMD

Price : 3940 € E.T.

This training course represents the fifth block of skills making up the state-approved level 7 certified qualification (Bac +5) "Purchasing Performance Manager". This course will teach you how to optimize the management of the human resources that make up the purchasing department: recruitment, motivation, organization, training and new challenges.

## Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Analyze recruitment needs and draw up candidate profiles
- ✓ Carry out recruitment processes in compliance with regulations
- ✓ Support the team in day-to-day management tasks
- ✓ Encourage your team to perform well and stick together
- ✓ Discover the key stages of the appraisal interview
- ✓ Communicating and training change agents

## Intended audience

Chef d'équipe achat, responsable des achats, chef de projet achats, coordinateur d'achats centralisés, négociateur achat, acheteur, chef du département achat, directeur des achats, consultant achat.

## Prerequisites

Hold a level 6, 5 or 4 diploma in a field related to purchasing / procurement / supply chain, with corresponding professional experience (12, 24 or 48 months depending on level). All other applications will be considered on a case-by-case basis.

## Certification

Bloc de compétences " Manager une équipe achat ", of the professional certification " Manager de la performance achat ", delivered by ESGCV. Registered in the répertoire national des certifications professionnelles, under number 39238, by decision of the Director General of France Compétences dated 27/06/2024.

## PARTICIPANTS

Chef d'équipe achat, responsable des achats, chef de projet achats, coordinateur d'achats centralisés, négociateur achat, acheteur, chef du département achat, directeur des achats, consultant achat.

## PREREQUISITES

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## TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

## ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.

Participants also complete a placement test before and after the course to measure the skills they've developed.

## Course contents

This course consists of the following modules :

### Make a success of your recruitments

Ref. REF - 2 days

 4 / 5

### Team management

Ref. MEQ - 2 days

 4 / 5

### Make a success of your performance and development annual

Ref. VEA - 2 days

 5 / 5

### Certification Managing a purchasing team

Ref. ZDE - 1 day

## Legal notice

Pass rate : Calculation pending certification of 1st participants.

Ref. France Compétences :

<https://www.francecompetences.fr/recherche/rncp/39238/>

NSF code : 312p

## Course schedule

### 1 Best practices for successful recruitment

- Analyze recruitment needs and draw up candidate profiles.
- Carry out recruitment processes in compliance with regulations.
- Select the right recruitment channels.
- Identify relevant sourcing resources in relation to our target candidate.
- Structure your job interview approach, both face-to-face and remotely.
- Select a candidate according to the sponsor's needs and ensure the integration of new employees.

### 2 Team management: experimenting with best practices

- Identify the management style best suited to your team.
- Understand the levers of team motivation.
- Support the team in day-to-day management tasks.
- Encourage your team to perform well and stick together.

### 3 Mastering the appraisal interview

- Identify evaluation issues.
- Discover the key stages of the appraisal interview.
- Acquire interpersonal skills.
- Use the right behaviors at each stage of the interview.
- Use and build assessment tools.
- Preparing for the professional interview.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

## 4 Change Manager: a cross-functional player in corporate change

### management

- Understand the role and missions of the "Change Manager".
- Diagnose the scope of change.
- Carry out an impact study to define priorities.
- Communicating and training change agents.
- Giving meaning and managing risks.

### Dates and locations

#### REMOTE CLASS

2026: 23 Mar., 23 Mar., 26 Mar., 21 May, 11 June, 11 June, 24 Sep., 24 Sep., 29 Sep., 19 Nov., 19 Nov., 10 Dec.

#### PARIS LA DÉFENSE

2026: 23 Mar., 11 June, 24 Sep., 19 Nov.